

Employee Welcome Message

Welcome _____ !

We welcome you to the Comit  Civico Del Valle (CCV) and we wish you every success here.

We believe that each employee contributes directly to CCV's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with CCV.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,
Comite Civico Del Valle, Inc.
Policy and Procedure

Organization Description

Our Mission Statement

To improve access to healthcare, information, and prevention programs to low-income, underrepresented, and underserved community members in Imperial County by way of education, capacity building, and civic participation.

Our Goal

To provide comprehensive environmental services to underserved residents including migrant workers, immigrants, farm workers, adults, adolescents, parents and young adults experiencing environmental challenges that impact their health and quality of life in the geographic areas of Salton Sea and Imperial County.

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Employee Acknowledgement Form

The employee handbook describes important information about CCV, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relation with CCV voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CCV can terminate the relationship **at will**, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to CCV's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of CCV has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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Policies and Procedures

Employment

1.01 Nature of Employment

Employment with CCV is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, CCV may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between CCV and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at CCV's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Executive Director of CCV.

For all intent and purposes, employees are encouraged to raise concerns and make reports without fear of reprisal. Anyone found to ever be in violation of any guidelines or policies set henceforth will be subject to disciplinary action, up to and including termination of employment.

1.02 Employee Relations

CCV believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

We believe that CCV amply demonstrates its commitment to employees by responding effectively to employee concerns. Our experience has shown that positive attitudes and open lines of communication between

employees and supervisors are conducive to an excellent work environment.

If and when employees examine the option of representation by individuals outside of CCV, however, we strongly encourage careful consideration of such related issues as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties.

1.03 Equal Employment Opportunity

In order to provide equal employment and advanced opportunities to all individuals, employment decisions at CCV will be based on merit, qualifications, and abilities. CCV does not discriminate in any way on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, to include any LGBTQA issues, or any other characteristic protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor of the Executive Office.

1.04 Diversity

CCV recognizes that diversity benefits individuals, teams, our company as a whole, and our participants. We recognize that each employee brings their own unique capabilities, experiences and characteristics to their work.

We value such diversity at all levels of the company in all that we do. CCV believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum within the company, regardless of their differences. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, learning styles, experience and education. Diversity makes us more creative, flexible, productive and competitive and the wide array of perspectives that results from such diversity promotes innovation and success.

1.05 Disability Accommodation

CCV is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities and conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

CCV is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. CCV will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. CCV is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

1.06 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to

the extent allowed by their condition. As long as a licensed physician has authorized the employee to work, CCV supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, CCV will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. CCV will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.

1.07 Business Ethics and Conduct

The successful business operation and reputation of CCV is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

CCV will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

The continued success of CCV is dependent upon our customer's trust and we are dedicated to preserving that trust. Employees owe a duty to CCV and its customers to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your supervisor and, if necessary, with the Director for advice and consultation.

Our mission is to assist in the development of healthy, happy, hearty families through health promotion, early childhood interventions, and technological training.

Our goals are to reduce parental stress, improve physical activity within the family, and promote the safety and well-being of young children.

1.08 Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over in day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Although CCV has no prohibition against employing relatives of current employees with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, CCV will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

1.09 Immigration Law Compliance

CCV is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCV within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.10 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in a personal gain for that employee is in a position to influence a decision that may result in a personal gain for that employee or a person of any association with an employee as a result of CCV's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, it is imperative that an employee with any actual or potential conflict of interest disclose to an supervisor of CCV as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which CCV does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CCV.

No board, committee, or staff member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with the CCV, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and staff are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board, committee, or staff members should perform, for any personal gain, services to any CCV supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board, committee, staff member or any member of his/her family should have any beneficial interest in, or substantial obligation to any CCV supplier of goods or services or any other organization that is engaged in doing business with or serving CCV unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

1.11 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with CCV. All employees will be judged by the same performance standards and will be subject to CCV's scheduling demands, regardless of any existing outside work requirements.

If CCV determines that an employee's outside work interferes with performance of the ability of meet the requirements of CCV as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with CCV. Outside employment will present a conflict of interest if it has an adverse impact on CCV.

1.12 Non-Disclosure and Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and the success of CCV. Such confidential information includes, but is not limited to, the following examples:

- Participating families
- Customer lists
- Customer preferences
- Pending projects and proposals
- Scientific data
- Trade secrets or confidential business information
- Confidential discussions, deliberations, records, and information generated or maintained in connection with these activities
- Emails related to children pertaining to their mental, physical, or emotional health

All employees may be required to sign a non-disclosure agreement and a confidentiality agreement as a condition of employment.

A second purpose of confidentiality rules is to protect specific individuals from the tangible harm they might suffer from the unwarranted public disclosure of potentially embarrassing, sensitive, intimate, or negative information.

Confidentiality rules, therefore, sometimes restrict the disclosure of information regarding an individual's mental illness, medical problems, physical or sexual abuse, alcoholism, or drug use because of the likelihood that the public disclosure of such information will harm the individual's reputation, subject the individual to discrimination by others, jeopardize his or her personal safety, or adversely affect his or her legal rights and opportunities with respect to employment, education, or medical care.

1.13 Job Posting and Employee Referrals

Job posting is a way to inform employees of openings and to identify qualified and Interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

As a rule, CCV operates on a "Hire Within" basis in which qualified staff members will be given the opportunity to apply for an open position before outside recruitment takes place. CCV provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although CCV reserves its discretionary right to not post a particular opening. Job openings will be posted on the employee bulletin board and in the email system, and normally remain open until filled.

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Executive Director listing job-related skills and

accomplishments. It should also describe how their current experience with CCV and prior work experience and/or education qualifies them for the position.

CCV recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employee's efforts to gain experience and advance within the organization.

When a current employee is making a referral of friends or acquaintances for the posted job, the employee should submit the referral's resume and/or completed application form to the Executive Director for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

Problem Resolution and Using the Chain of Command

2.01 Problem Resolution

CCV is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from CCV supervisors and management.

CCV strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with CCV in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or equitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 30 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Director or any other member of management.
2. Supervisor responds to problem during discussion or within 30 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to In-House Counsel within 30 calendar days, if problem is unresolved.
4. The Director with assistance of an attorney counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Appeals Committee for review of problem.
5. Employee presents problem to Appeals Committee in writing.
6. Appeals Committee reviews and considers problem. Appeals Committee informs employee of decision within 30 calendar days, and forwards copy of written response to In-House Counsel for employee's file. The Appeals Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to final and binding arbitration. The arbitration proceeding will be conducted under the Employment Dispute Resolution Rules of the American Arbitration Association. The decision or award of the Arbitrator made under these rules is exclusive, final, and binding on both parties, their beneficiaries, executors, administrators, successors, and assigns.

Employees who choose to use the arbitration process to resolve a problem will be expected to share the cost of arbitration proceeding with CCV. A complete description of the arbitration procedure is available from the In-House Counsel for review.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Employment Status & Records

3.01 Employment Categories and Overtime

It is intent of CCV to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate employment relationship at will at any time is retained by both the employee and CCV.

In accordance with the Federal Fair Labor Standards Act (FLSA), each new employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. EXEMPT employees are on a salary basis and are therefor excluded from specific provisions of federal and state wage and hour laws. Job duties are exempt executive job duties if the employee regularly supervises two or more other employees, has management as the primary duty of the position, has some genuine input into the job status of other employees (such as hiring, firing, promotions, or assignments). An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by CCV management.

In addition to the above categories, each employee will belong to one other employment category:

- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CCV's full-time schedule.
- REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week.
- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week.
- INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with CCV is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

- TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.
- STUDENT STIPEND employees work on a pre-agreed upon project for a pre-agreed upon amount of money not to exceed \$500.

3.02 Access to Personnel Files

CCV maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, job offer, resume, documentation of performance appraisals and salary increases, disciplinary actions, tax records, certificates and credentials.

Personnel files are the property of CCV, and access to the information they contain is restricted. Generally, only supervisors and management personnel of CCV who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in CCV's offices and in the presence of an individual appointed by CCV to maintain the files.

3.03 Employment Reference Checks

To ensure that Individuals who join CCV are well qualified and have a strong potential to be productive and successful, it is the policy of FTP to check the employment references of all applicants.

The Director will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

3.04 Personnel Data Changes

It is the responsibility of each employee to promptly notify CCV of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Director.

3.05 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CCV uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or CCV may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of their absence. If CCV determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

3.06 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, or as needed per disciplinary action, coinciding generally with the anniversary of the employee's original date of hire.

3.07 Job Descriptions

CCV makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualification section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section and a work environment section.

CCV maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director prepares job descriptions when new positions are created contingent upon grant opportunities. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the positions's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Executive Director if you have any questions or concerns about your job description.

3.08 Salary Administration

The salary administration program at CCV was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within the realm of non-profit organizations. The pay scale for non-

profit wages and salaries are much lower than for-profit businesses due to grants and budget restrictions, and for this reason CCV offers an hourly wage that is within the approved budget and may be significantly less than you were expecting. Because recruiting and retaining talented employees is critical to our success, CCV is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors including the essential duties and responsibilities of the job, special credentials, and salary survey data on pay practices of other employers. CCV periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of department pay practices. Ultimate approval from the Board of Directors is required for setting pay schedules and the salary administration program.

Employee Benefit Programs

4.01 Employee Benefits

Eligible employees at CCV are provided benefits. A number of the programs (such as Social Security, worker's compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Family Leave
- Holidays
- Jury Duty Leave

- Medical Leave
- Parental Leave for School Visits
- Personal Leave
- Sick Leave
- Vacation Benefits
- Witness Duty Leave
- Worker's Compensation Insurance

Some benefit programs require contributions from employees, but most are fully paid by CCV. The benefit package for regular full-time employees represents an additional cost to CCV of approximately 35% of wages.

4.02 Holidays

CCV will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Cesar Chavez Day (March 31)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)
- Employee's Birthday (Can be scheduled on any day of employee's choice within 30 days of the actual birthday)

CCV will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime is owed.

4.03 Worker's Compensation Insurance

CCV provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirement, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither CCV nor the insurance carrier will be liable for the payment of worker's compensation benefit for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by CCV.

4.04 Jury Duty

CCV encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury duty leave over any 1 year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence.

If employees are required to serve jury duty beyond the paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report to work whenever the court schedule permits.

Either CCV or the employee may request an excuse from jury duty if, in CCV's judgment, the employee's absence would create serious operational difficulties.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

4.05 Witness Duty

CCV encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by CCV, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 72 hours of paid time off to appear in court as a witness at the request of a party other than CCV. Employees will be paid at their base rate and are free to use any remaining paid leave benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

4.06 Parental Leave for School Visits

CCV recognizes the value of parental involvement in children's education. For this reason, CCV provides employees who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12 unpaid time off for the purpose of school visits.

Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request up to 24 hours of parental leave for school visits within any calendar year. There is no set limit to the number of unpaid hours an eligible employee can take off work for required school conferences involving the possible suspension or expulsion of a child from school. Any available paid leave may be substituted for unpaid leave for school visits.

Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to the Director from the school verifying the date and time of the visit. Contact the Director for more information or questions about and requests for parental leave for school visits.

4.07 Use of the Facility

As a benefit to the Board of Directors and employees, the use of the facility is available for parties and other events. If you are interested in using CCV premises including the parking lot, prior permission is required at the discretion of management for coordination of open hours and availability. When using CCV for any event, all applicable procedures are to be followed including wearing socks on carpeted areas and our no-tolerance of any drugs or alcohol policy.

Timekeeping and Payroll

5.01 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require CCV to keep an accurate record

of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Every employee will be given a key tag upon being hired that is used for checking in and out of their shift. It is the employee's responsibility to sign in with their key tag within five minutes of the beginning of the shift and signing out upon completion of the shift. If you forget to sign in or out, immediately contact the director to correct the problem.

5.02 Paydays

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holidays, employees will be paid on the first day of work following the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to CCV. Employees will receive an itemized statement of wages when CCV makes direct deposits.

5.03 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: voluntary employment termination initiated by an employee
- Discharge: involuntary employment termination initiated by the organization
- Layoff: involuntary employment termination initiated by the organization for nondisciplinary reasons
- Retirement: voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

CCV will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CCV, or return of CCV-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment at CCV is based on mutual consent, both the employee and CCV have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

5.04 Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted.

5.05 Administrative Pay Corrections

CCV takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

5.06 Pay Deductions and Setoffs

Pay setoffs are pay deductions taken by CCV, usually to help pay off a debt or obligation to CCV or others.

The law requires that CCV make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. CCV also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". CCV matches the amount of Social Security taxes paid by each employee.

Work Conditions and Hours

6.01 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, CCV has established a workplace safety program. This program is a top priority for CCV. The Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

CCV provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations are in violation of the safety program and are subject to disciplinary action in accordance with FTP guidelines and policies.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

6.02 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

6.03 Employee Parking

During operational hours, employees are to park on the North West side side of the building as adjacent to the sidewalk as possible. The open parking lot allows parents and children to safely navigate the parking lot without the threat of busy street traffic.

6.04 Cellphone and Social Networking Etiquette

Using cellphones for personal calls should be limited to the employee's workspace or reserved for break times. Cellphone use during meetings for anything other than business-related topics is unacceptable unless in emergency situations. When using cellphones out in the play area,

language should be professional and discrete so as to deter from offending any person within hearing distance of the conversation.

Using the internet for social networking and other personal means should also be limited to break times and rarely throughout the work day. All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of CCV and, as such, is subject to disclosure to law enforcement or other third parties. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Excessive use of cellphones and internet for personal reasons are subject to disciplinary action in accordance with CCV guidelines and policies.

6.05 Smoking

In keeping with CCV's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and within 100 feet of the facility. This policy applies equally to all employees, the community, and visitors.

6.06 Rest and Meal Periods

For every four hours worked, a paid 10-minute break will be provided for each employee. If the employee works for five hours, a paid 30-minute meal break will be provided. If the employee does not work for more than six hours, the employee and Director can agree to waive the 30-minute break, at the desire of the employee. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work

stations beyond the allotted rest period time. Employees will be relieved of all active responsibilities and restrictions during meal and break periods.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours.

When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

6.07 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

6.08 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid.

When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, the supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

6.09 Business Travel Expenses

CCV will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Director.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing project travel objectives will be reimbursed by CCV to the extent that it was pre-approved, contingent upon grant funding.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by CCV may not be used for personal use without prior approval.

When travel is completed, employees should submit travel expense reports within three days and accompanied by receipts for all individual expenses. For guidance and assistance on this topic, employees should contact their supervisor.

6.10 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at CCV, only authorized visitors that are registered, have a key tag, or are contracted through labor agreements are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter CCV at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on CCV's premises including the parking lot, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

6.11 Children of Employees

The children of employees are only to be present during operational hours with prior permission from the Executive Director and after operational hours as a benefit to the employee.

6.12 Physical and Intellectual Property

Computers, computer files, the email system, and software furnished to employees are CCV property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer usage may be monitored.

CCV strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CCV prohibits the use of computers and email in ways that are disruptive, offensive, or harmful.

The Director must have access to usernames and passwords of CCV - related email accounts so that, in the event of an emergency, the accounts can be accessed. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. However, email may be used as a means of educating the community of public on health-related information such as child advocacy, infectious diseases, and medical options for families.

6.13 Workplace Violence Prevention

CCV is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, CCV has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises including the parking lot.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to

refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises including the parking lot of CCV without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individuals’ sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

CCV will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, CCV may suspend employees, either with or without pay, pending investigation. CCV encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director before the situation escalates into potential violence. CCV is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Paid and Unpaid Leaves of Absence

7.01 Medical and Pregnancy Leave/State Disability Insurance

CCV provides medical and pregnancy leaves of absence without pay to employees who are temporarily unable to work due to a serious health condition, pregnancy, childbirth or related medical conditions, or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees that need to take a medical or pregnancy leave of absence have the option of applying for State Disability Insurance of their own accord in which they can receive a bi-weekly amount of money from the state of California for a period of up to, but not exceeding, 52 weeks.

Employees should make requests for medical or pregnancy leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical or pregnancy leave and its beginning and expected ending dates.

Any changes in this information should be promptly reported to CCV.

Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide CCV with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified, contingent upon grant funding.

Employees are normally granted leave for the period of disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical or pregnancy leave period.

When a medical or pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate CCV safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities unless a comparable position no longer exists.

If an employee fails to return to work on the agreed upon return date, CCV will assume that the employee has resigned.

7.02 Family Leave

CCV provides family leaves of absence without pay to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave are required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 12 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide CCV with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Neither CCV nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by CCV.

7.03 Personal Leave

CCV provides leaves of absence without pay to employees who wish to take time off from work duties to fulfill personal obligation. Employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days within any 12 month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than five calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, FTP cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, FTP will assume the employee has resigned.

7.04 Military Leave

A military leave of absence without pay will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

7.05 Vacation Leave

Vacation time off with pay is available to all employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 5 vacation days each year, accrued biweekly at the rate of 0.269 days.
- After 2 years of eligible service the employee is entitled to 10 vacation days each year, accrued biweekly at the rate of 0.269 days.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 0.269 days for a maximum of 20 days to result in no more than a two week leave from the work place unless approved by the Board of Directors.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 180 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Unused vacation time off will not be carried over and is forfeited on June 30 of every year.

7.06 Sick Leave Benefits

CCV provides paid sick leave benefits at the rate of 0.5 days per month. Paid sick leave can be used in minimum increment of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. The supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. as an additional condition of eligibility, for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as worker's compensation. Sick leave

benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance or worker's compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Unused sick leave benefits will not be carried over and is forfeited on June 30 of every year.

7.07 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to employees. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

CCV defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Employee Conduct and Disciplinary Action

8.01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, CCV expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on the premises including the parking lot at any time or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the day
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

8.02 Drug and Alcohol Use

It is CCV’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on CCV premises including the parking lot at any time and while conducting business-related activities off CCV premises including the parking lot, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair and employee’s ability to

perform the essential functions of the job effectively and in a safe manner and does not endanger other individuals in the workplace.

To inform employees about important provisions of this policy, CCV has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations on this policy.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify CCV of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within 10 days of the conviction.

Upon the first offense of a drug or alcohol related conviction in the workplace, the employee will be removed from the working environment without pay and be referred to Sun Valley Behavioral Health for evaluation and treatment. The employee is required by federal law to satisfactorily participate in a drug abuse assistance or rehabilitation program until a health care provider authorizes the employee to return to work. Any available vacation leave time may be used as part of the leave period. The second offense will result in termination of employment.

8.03 Sexual and Other Unlawful Harassment

CCV is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. CCV provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.

- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term a condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful

harassment will be subject to disciplinary action, up to and including termination of employment.

8.04 Attendance and Punctuality

Poor attendance and excessive tardiness are disruptive. To maintain a safe and productive work environment, CCV expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CCV. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

8.05 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CCV presents to customers and visitors.

During business hours or when representing CCV, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing and offer protection against hazards.
- Socks must be worn on the carpeted play area at all times.

- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

8.06 Return of Property

Employees are responsible for items issues to them by CCV or in their possession or control, such as the following:

- Equipment
- Identification badges
- Keys
- Key tags
- Manuals
- Protective equipment
- Tools
- Written materials

8.07 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with CCV. Although advance notice is not required, CCV requests at least 2 weeks' written resignation from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

8.08 Security Inspections

CCV wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, CCV prohibits the possession, transfer, sale, or use of such materials on its premises including the parking lot. CCV requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of CCV. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of CCV at any time, either with or without prior notice.

CCV likewise wishes to discourage theft or unauthorized possession of the property of employees, CCV, visitors, and customers. To facilitate enforcement of this policy, CCV or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises including the parking lot and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto CCV's premises including the parking lot.

8.09 Keeping Our Children Safe

To assure the safety of children, the Comité Civico Del Valle is careful about whom it hires and how staff and volunteers work with children. Prior to hire, all prospective employees and directors must receive a fingerprint clearance. All staff members and directors must receive standardized child abuse upon hire. No staff member is permitted to have contact away from work with any child that is a member or participant at CCV. If you observe or hear about a CCV staff member or participant behaving inappropriately toward any child, please report the incident to your immediate supervisor or the CCV Executive Director. If the director is not available, notify any one of the Directors on the Board. Your report will be treated with utmost confidentiality and thoroughly investigate.

CCV will:

- Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation.
- Develop best practice in relation to the recruitment of all workers.
- Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, to the organization's designated person for child protection
- Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner

- Ensure that the designated person understand his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Social Work).
- Provide opportunities for all workers to develop their skills and knowledge particularly in relation to the care and protection of children and young people.
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organization's Complaints Procedure.
- Ensure that parents/caretakers are encouraged to be involved in the work of the organization and, when requested, have access to all guidelines and procedures.
- Endeavor to keep up-to-date with national developments relating to the care and protection of children and young people.

Acceptable and unacceptable standards of behavior

It is important that employees understand the consequences could be for them if they behave inappropriately towards children and young people, harm or place them at risk of harm.

Employees shall:

- Play your part in helping to develop an environment where all people matter and are treated equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example their faith and religious beliefs).
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Speak to a member of the staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy and Traveller communities; ethnic minority children).
- Ensure that when you are working with children you are at least within sight or hearing of other adults.

- Listen carefully to any child who “tells you” (through drawings and behavior as well as words) that they are being harmed and report what you have discovered immediately to your supervisor.
- Report immediately any suspicion that a child could be at risk of harm or abuse.
- Never dismiss what a child tells you as “lies” or exaggeration.
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.
- NEVER UNDERESTIMATE the contribution that you can make to the development of safe communities for children.

Employees shall not:

- Exaggerate or trivialize another worker’s concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either “go away” or that “someone else will deal with it”.
- Discuss personal issues about a child or their family with other people except with your supervisor when you are concerned about the child’s well being.
- Be drawn into any derogatory remarks or gestures in front of children or young persons.
- Allow a child, young person or adult to be bullied or harmed by anyone in the organization.
- Allow children to swear or use sexualized language.
- Engage in sexually provocative games, including horseplay.
- Never allow others to or yourself engage in touching a child in a sexually provocative manner.
- Never make sexually suggestive comments to a child, even in fun.
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- Never form inappropriate emotional or physical relationships with children.
- Harass or intimidate a child or worker because of their age, “race”, gender, sexual orientation, religious belief, socio-economic class or disability.
- Never invite or allow children to stay with you at your home.

8.10 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by CCV may not solicit or distribute literature in the workplace at any time for any purpose.

CCV recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for political groups.
- The sale of goods, services, or subscriptions outside the scope of official organization business.
- The circulation of petitions.
- The distribution of literature not approved by the employer.
- The solicitation of memberships, fees, or dues.

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Worker's compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Executive Director for approval. All approved messages will be posted by the Executive Director.

8.11 Drug Testing

CCV is committed to providing a safe, efficient, and productive work environment for all employees. Using or being the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and may be asked to provide body substance samples (such as urine and/or blood) to

determine the illicit or illegal use of drugs or alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Executive Director.

8.12 Progressive Discipline

The purpose of this policy is to state CCV's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

CCV's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with CCV is based on mutual consent and both the employee and CCV have the right to terminate employment at will, with or without cause or advance notice, CCV may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps- verbal warning, written warning, suspension with or without pay, or termination of employment- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

CCV recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, terminations of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and CCV.

8.13 Casual Days

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days at CCV. Each Saturday will be a designated casual day. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from your immediate supervisor.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper

casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- Jeans
- CCV-provided t-shirts

Examples of inappropriate clothing items that should not be worn on casual days include:

- Jeans that are excessively worn or faded
- Miniskirts
- Spaghetti-strap dresses
- T-shirts or sweatshirts with offensive messages or images
- Halter tops
- Visible undergarments
- Slippers
- Thong slippers

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

8.14 Workplace Etiquette

CCV strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. CCV encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are

simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (i.e. swearing) that others may overhear.
- Clean up after yourself and do not leave behind waste or discarded papers.

Miscellaneous

9.01 Recycling

CCV supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at CCV:

- Computer paper

- White high grade or bond paper
- Newspaper
- Aluminum
- Tin
- Glass
- Plastics
- Motor oil

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

CCV encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Communication through computer networks with email
- Posting memos for all employees
- Two-sided photocopying
- Minimum Packaging
- Eliminating fax cover sheets
- Reusing paper clips, folders, and binders
- Reusing packaging material
- Turning off lights when not in use

Whenever possible, employees of CCV are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials. By recycling, CCV is helping a to solve trash disposal and control problem facing all of us today.

9.02 Employee Commute Options

CCV recognizes that traffic congestions contributes to air pollution and energy waste. To help reduce congestion and improve air quality, CCV encourages employee commute options. Finding alternatives for driving alone to work benefits both employees and the environment.

If at all possible, walking or bicycling to work are the healthiest commute options. These options also have the greatest impact on reducing traffic and the cost of commuting.

Public transportation is a commute option that reduces traffic and air pollution. Transit riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting.

Carpooling is a convenient option that saves money on commute costs, reduces the stress of driving every day in traffic, and encourages communication with co-workers.

9.03 Suggestion Program

As employees of CCV, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

A suggestion is an idea that will benefit CCV by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making CCV a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Executive Director and, after review, they will be forwarded to the Board of Directors. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

9.04 Biennial Review

A review of the Comité Civico Del Valle will be conducted every two years to determine the overall effectiveness of the Program by the Board of Directors. The review will help guide CCV staff and Board of Directors in making decisions about future Program improvement and development,

producing insight into areas that may need to be changed or removed, and providing information about the Program effectiveness of CCV within the community. Effective program evaluation is a systematic way to improve and account for public health and social service actions by involving procedures that are useful, feasible, ethical, and accurate.

Program evaluation is a tool for determining organization objectives which includes a) using science as a basis for decision-making and program intervention; b) expanding the quest for social equity through public health and social service actions; c) performing effectively as a service agency; d) making efforts outcome-oriented; and e) being accountable.

9.05 Annual Report

An annual report will be made available to the public and will include all records including the CCV mission statement, a roster of current members of the Board of Directors and its financial information for the past fiscal year (i.e. total income, expenses by programs, fundraising, and administration, and total ending net assets).



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248205661
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COMITE CIVICO DEL VALLE INC
C C V
% JOSE LUIS VELEZ PRES
235 MAIN ST
BRAWLEY CA 92227

13112

Employer ID number: 33-0411322
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Sep. 26, 2018, about your tax-exempt status.

We issued you a determination letter in May 1994, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

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COMITE CIVICO DEL VALLE INC
C C V
% JOSE LUIS VELEZ PRES
235 MAIN ST
BRAWLEY CA 92227

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'K. A. Billups', written in a cursive style.

Kim A. Billups, Operations Manager
Accounts Management Operations 1

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

To add more Project Narrative File attachments, please use the attachment buttons below.



EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:	Prefix:	First Name: Luis	Middle Name:
	Last Name: Olmedo		Suffix:
Title:	Executive Director		
Complete Address:			
Street1:	235 Main Street		
Street2:			
City:	Brawley	State:	CA: California
Zip / Postal Code:	92227-2350	Country:	USA: UNITED STATES
Phone Number:	760-587-9952	Fax Number:	
E-mail Address:	luis@ccvhealth.org		

Payee: *Individual authorized to accept payments.*

Name:	Prefix:	First Name: Gustavo	Middle Name:
	Last Name: Morales		Suffix:
Title:	Accounting		
Complete Address:			
Street1:	235 Main Street		
Street2:			
City:	Brawley	State:	CA: California
Zip / Postal Code:	92227-2350	Country:	USA: UNITED STATES
Phone Number:	7603518761	Fax Number:	
E-mail Address:	gustavo@ccvhealth.org		

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name:	Prefix:	First Name: Luis	Middle Name:
	Last Name: Olmedo		Suffix:
Title:	Executive Director		
Complete Address:			
Street1:	235 Main Street		
Street2:			
City:	Brawley	State:	CA: California
Zip / Postal Code:	92227-2350	Country:	USA: UNITED STATES
Phone Number:	7605879952	Fax Number:	
E-mail Address:	luis@ccvhealth.org		

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: Prefix: **First Name:** **Middle Name:**

Last Name: **Suffix:**

Title:

Complete Address:

Street1:

Street2:

City:

State:

Zip / Postal Code:

Country:

Phone Number:

Fax Number:

E-mail Address:

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. DUNS No.

II. Is the applicant currently receiving EPA Assistance? ☐ Yes ☒ No

III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

☒ Yes ☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes ☐ No

b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes ☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a))

☒ Yes ☐ No

IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)

☒ Yes ☐ No

- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.**

Gustavo Morales, Human Resources/Accounting, 235 Main St, Brawley CA 92227-2350, gustavo@ccvhealth.org, 760-351-8761

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.**

CCV Handbook, pg 21, Problem Resolution and Chain of Command. Included in Other Attachments

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Christian A Torres

B. Title of Authorized Official

Executive Director

C. Date

03/25/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Year 1		\$ 0.00	\$ 0.00	\$ 167,440.00	\$	\$ 167,440.00
2. Year 2				166,280.00		166,280.00
3. Year 3				166,280.00		166,280.00
4.						
5. Totals		\$ 0.00	\$ 0.00	\$ 500,000.00	\$	\$ 500,000.00

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Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Year 1	(2) Year 2	(3) Year 3	(4)	
a. Personnel	\$ 70,340.00	\$ 70,340.00	\$ 70,340.00	\$	\$ 211,020.00
b. Fringe Benefits	24,619.00	24,619.00	24,619.00		73,857.00
c. Travel	4,095.00	4,095.00	4,095.00		12,285.00
d. Equipment					
e. Supplies	2,344.00	1,394.00	1,394.00		5,132.00
f. Contractual	2,000.00	2,000.00	2,000.00		6,000.00
g. Construction					
h. Other	48,750.00	48,750.00	48,750.00		146,250.00
i. Total Direct Charges (sum of 6a-6h)	152,148.00	151,198.00	151,198.00		\$ 454,544.00
j. Indirect Charges	15,215.00	15,120.00	15,120.00		\$ 45,455.00
k. TOTALS (sum of 6i and 6j)	\$ 167,363.00	\$ 166,318.00	\$ 166,318.00	\$	\$ 499,999.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Year 1	\$	\$	\$	\$
9. Year 2				
10. Year 3				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Year 1	\$	\$	\$	\$
17. Year 2				
18. Year 3				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Prescribed by OMB (Circular A -102) Page 2

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

03/25/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Comite Civico del Valle, Inc.

* b. Employer/Taxpayer Identification Number (EIN/TIN):

33-0411322

* c. Organizational DUNS:

1852809500000

d. Address:

* Street1:

235 Main Street

Street2:

* City:

Brawley

County/Parish:

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

92227-2350

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Luis

Middle Name:

* Last Name:

Olmedo

Suffix:

Title:

Executive Director

Organizational Affiliation:

* Telephone Number:

7605879952

Fax Number:

* Email:

luis@ccvhealth.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.034

CFDA Title:

Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities
Relating to the Clean Air Act

* 12. Funding Opportunity Number:

EPA-OAR-OAQPS-22-01

* Title:

Enhanced Air Quality Monitoring for Communities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Community air quality monitoring with the Identifying Violations Affecting Neighborhoods (IVAN)
program in environmental justice communities.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

51

* b. Program/Project

all

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

11/07/2022

* b. End Date:

11/06/2025

18. Estimated Funding (\$):

* a. Federal

500,000.00

* b. Applicant

0.00

* c. State

0.00

* d. Local

0.00

* e. Other

0.00

* f. Program Income

0.00

* g. TOTAL

500,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Luis

Middle Name:

* Last Name:

Olmedo

Suffix:

* Title:

Executive Director

* Telephone Number:

760-587-9952

Fax Number:

* Email:

luis@ccvhealth.org

* Signature of Authorized Representative:

Christian A Torres

* Date Signed:

03/25/2022

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

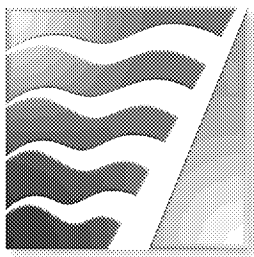
View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

ALAMEDA COUNTY

John J. Bauters
(Vice Chair)
Pauline Russo Cutter
David Haubert
Nate Miley

CONTRA COSTA COUNTY

John Gioia
David Hudson
Karen Mitchoff
(Chair)
Mark Ross

MARIN COUNTY

Katie Rice

NAPA COUNTY

Brad Wagenknecht

SAN FRANCISCO COUNTY

Tyrone Jue
(SF Mayor's Appointee)
Myrna Melgar
Shamann Walton

SAN MATEO COUNTY

David J. Canepa
Carole Groom
Davina Hurt
(Secretary)

SANTA CLARA COUNTY

Margaret Abe-Koga
Cindy Chavez
Rich Constantine
Rob Rennie

SOLANO COUNTY

Erin Hannigan
Lori Wilson

SONOMA COUNTY

Teresa Barrett
Lynda Hopkins

Alexander Crockett
**INTERIM ACTING
EXECUTIVE OFFICER/APCO**

Connect with the
Bay Area Air District:



March 23, 2022

Luis Olmedo
Executive Director
Comite Civico del Valle
235 Main St.
Brawley CA 92227

RE: Letter of Support for EPA Enhanced Air Quality Monitoring for Communities Grant

Dear Mr. Olmedo:

The Bay Area Air Quality Management District (Air District) would like to express its support for the Identifying Violations Affecting Neighborhoods (IVAN) community project for Comite Civico del Valle and its partner Greenaction for Health and Environment Justice in the Bayview Hunters Point neighborhood in Eastern San Francisco. The Air District's Community Air Risk Evaluation (CARE) and AB 617 Community Health Protection Programs have also identified Bayview Hunters Point as an impacted area where air pollution contributes most to health impacts and where populations are most vulnerable to air pollution.

The Bayview Hunters Point community has suffered disproportionate burdens of pollution and the IVAN community air quality monitoring network is one of the tools the community has at their disposal to help make decisions to limit their exposure to bad air quality.

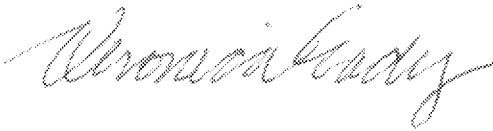
The Air District is committed to continuing to work as a community partner and supporting the maintenance of the Greenaction for Health and Environmental Justice's IVAN network. We also participate in partnership efforts to educate, engage, and use the data collected from the sensor network to inform local air quality plans as well as environmental justice advocacy.

Should Comite Civico del Valle and Greenaction for Health and Environmental Justice receive funding, the Air District is committed to supporting implementation of the grant through technical support provided by the Bay Air Center. If the project is funded, the extent of technical support will be scoped to match the specific needs of the project and will be dependent on available resources. Technical support may include assistance in sensor network planning and deployment, technical trainings and capacity building, community specific data analysis, as well as sensor network quality assurance support and field support.

March 23, 2022

We look forward to partnering with you to improve air quality in the Bay Area, and to working toward health equity for all Bay Area residents.

Sincerely,

A handwritten signature in cursive script, appearing to read "Veronica Eady".

Veronica Eady
Senior Deputy Executive Officer of Policy & Equity
Bay Area Air Quality Management District

Cc: BAAQMD Environmental Justice & Community Engagement Officer
Suma Peesapati
BAAQMD Meteorology and Measurements Director Ranyee Chiang

Project Name: IVAN Community Network

Effective Date of Plan: July 1st, 2022

Prepared by: C. Torres, Special Projects Manager

A. Problem Definition: Lack of localized air quality data presents a problem in disadvantaged communities where community members suffer a disproportionate burden of pollution. More air quality monitoring needs to be conducted to identify the data gaps in these communities, educate community members on local air quality issues, and inform local/regional air quality plans.

B. Background: The IVAN Community Air-Quality Monitoring Network (CAMN) has been collecting air quality data since its launch in 2016. The network has expanded to various regions in California to help collect local air quality data, provide real-time air quality data measurements in a public data display, and inform local air quality planning. The network is made up of over 80 active stationary particulate matter monitoring sites from the California-Mexico border to the Bay area. The data collected is particulate matter measurements translated to community air-quality levels (CALs) for community understanding and education.

C. Project Description: The IVAN Community proposal is to maintain operations and continue the education of engagement activities by the IVAN Community partners in environmental justice communities. Each partner operates IVAN monitors in their region. The monitors collect 1-second data which is averaged every 5-minutes for real-time air quality measurements at the neighborhood level. Data collected is presented through education and engagement activities by the partners to their community members. The data is also used to provide air quality alerts to mitigate the exposure to bad air quality and reduce exacerbation of respiratory conditions. The data collection will take place in the Salton Sea air basin, the San Joaquin Valley, and Bayview Hunters Point over a period of 36 months starting in July 2022.

Data Quality Objectives

1. IVAN Network reports a collection of at least 70% data completeness.
2. Calibration of IVAN Network sensors at least once per year or more if required to maintain optimal data quality.
3. Maintenance of each IVAN network site once per 45 days or as required by the standard operating procedures.
4. Improved recruitment of the air quality notification system provided by IVAN in identified IVAN partner regions

Data Quality Indicators

Data quality indicators	Quality control activities and checks	Typical DQI goals
Precision	Field replicates using same model sensor during site visits.	Margin of +/- 5% measurements of site sensor when compared with another sensor during field maintenance.
Bias	Regional calibration	Regional calibrations to avoid any bias between regions and pollutants that affect particulate matter readings.
Accuracy	Calibration standards developed by partners at Tracking California employed in each regional network.	Collocation period of 2-6 weeks with air district or state agency site to develop regional calibrations.
Representativeness	Data outliers will be evaluated against the maintenance log to verify any outside influence and ensure representativeness of monitor readings in the field, region, location and not any tampering of equipment.	Data collected represent the system characterized or exposure experienced and are not biased. Will be measured against closest monitor should any outliers be found during the QC process.
Comparability	Compare to existing data or datasets.	Data collected are sufficiently similar in methodology to permit a meaningful analysis against local air quality readings by air districts.
Completeness	Will compare data completeness on a monthly, quarterly, and annual basis to the goal of 70% data completeness.	Stated 70% data completeness across the IVAN network sites.

Activities	Group/Person responsible for activity completion
Quality Assurance	C. Torres – Project Manager; manages the IVAN Network and relationships with individual partners across the IVAN Communities. Authorized to make changes to methodology, staffing, consulting requests, and budgeting.
Quality Control	CCV: E. Ruiz, M. Maldonado – Air Monitoring Technician(s); perform day-to-day maintenance of the IVAN network. Responsible for maintenance and operations in the field of the IVAN sites in the Salton Sea air basin. LEAP, CCEJN, Greenaction all employ their own air monitoring technician staff or assign technical duties to staff that have worked on the IVAN program previously.

Manifest for Grant Application # GRANT13580479

Grant Application XML file (total 1):

1. GrantApplication.xml. (size 26301 bytes)

Forms Included in Zip File(total 6):

1. Form ProjectNarrativeAttachments_1_2-V1.2.pdf (size 16044 bytes)

2. Form SF424_3_0-V3.0.pdf (size 24091 bytes)

3. Form SF424A-V1.0.pdf (size 22872 bytes)

4. Form EPA4700_4_3_0-V3.0.pdf (size 22728 bytes)

5. Form OtherNarrativeAttachments_1_2-V1.2.pdf (size 15917 bytes)

6. Form EPA_KeyContacts_2_0-V2.0.pdf (size 37248 bytes)

Attachments Included in Zip File (total 8):

1. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1236-Tax Exemption Letter.pdf application/pdf (size 1706348 bytes)

2. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1235-US EPA IVAN Community QA QC Statement.pdf application/pdf (size 126974 bytes)

3. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1237-CBO Mission - CCV Handbook Excerpt.pdf application/pdf (size 72379 bytes)

4. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1238-IVAN Partner Letters of Commitment.pdf application/pdf (size 504047 bytes)

5. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1239-ComiteCivico_Letter of Support_EPA Grant_2021-03-23_ve (1).pdf application/pdf (size 356450 bytes)

6. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1240-Project Team CVs.pdf application/pdf (size 251711 bytes)

7. ProjectNarrativeAttachments_1_2 ProjectNarrativeAttachments_1_2-Attachments-1234-IVAN Communities - EPA Air Quality Monitoring Grant Narrative.pdf application/pdf (size 186447 bytes)

8. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1241-CCV Employee Manual.pdf application/pdf (size 424673 bytes)



March 22, 2022

Luis Olmedo
Executive Director
Comite Civico del Valle
Brawley, CA 92227

Dear Mr. Olmedo,

We write this Letter of Commitment and Support for the proposal to fund the IVAN Community project for Comite Civico del Valle and its partners including Greenaction for Health and Environmental Justice.

Our environmental justice communities have suffered disproportionate burdens of pollution and the IVAN Air community air quality monitoring network is one of the tools we have at our disposal to help communities make decisions to limit their exposure to bad air quality.

Greenaction is a multiracial organization founded in 1997 by grassroots leaders from frontline urban, rural and indigenous communities. Based in San Francisco and the farmworker town of Kettleman City in the Central Valley, Greenaction works with to protect the health and environment of vulnerable communities impacted by pollution and injustice.

In 2015 Greenaction brought together community organizations from the Bayview Hunters Point neighborhood of San Francisco with local, regional, state and federal government agencies to launch the Bayview Hunters Point Environmental Justice Response Task Force, part of the statewide IVAN Network. In the last two years, with the support of Comite Civico del Valle, we launched the Marie Harrison Bayview Hunters Point Community Air Monitoring Network. Now for the first time ever, residents, government officials and members of the public can view in real time on bvhp-ivan.org real time Particulate Matter readings from the monitors.

We are committed to continue working as an IVAN Community partner and maintain our IVAN network monitors in operation and participate in the partnership efforts to educate, engage, and use the data collected to inform local air quality plans as environmental justice advocates.

We enthusiastically support this application for funding and can assure you that environmental justice communities will greatly benefit from the IVAN Community program, its education, engagement, and our partnerships.

Sincerely

Bradley Angel, Executive Director

Greenaction for Health and Environmental Justice
315 Sutter Street, 2nd Floor, San Francisco, CA 94108
(415) 447-3904

www.greenaction.org greenaction@greenaction.org



The LEAP Institute
The Latino, Equity Advocacy & Policy Institute
"Leading Innovation for Equity"

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REY LEON
EXECUTIVE DIRECTOR

RUSSELL TEALL
CHIEF DEVELOPMENT OFFICER

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March 25, 2022

Re: Letter of Support & Commitment for LEAP in the IVAN Community Proposal for US EPA

L. Olmedo
Executive Director, Comité Civico del Valle
Brawley, CA 9227

I am writing this letter in support and commitment for the proposal of the IVAN Community project for US EPA and agree to The Latino, Equity and Policy Institute's (LEAP) role. LEAP was founded in 2008 and attained its 501(c)3 status in 2018. LEAP works with California communities to achieve environmental, health, climate, economic and transportation justice. LEAP conducts grassroots engagement with Priority Communities throughout the San Joaquin Valley, where a community-based organizational presence has previously been lacking. LEAP bases its work on the needs, issues and concerns of hundreds of farmworker families.

LEAP is committed to working as an IVAN Community partner and maintain our IVAN network monitors in operation and participate in the partnership efforts to educate, engage, and use the data collected to inform local air quality plans as environmental justice advocates serving disadvantaged communities.

This proposal is consistent with LEAP's purpose to serve farmworker communities and promote environmental and health justice. Thank you for opportunity to write a letter in support of this proposal.

Sincerely,



Rey Leon

FRESNO OFFICE:
1515 E. DIVISADERO STREET • SUITE 108 • FRESNO • CALIFORNIA • 93721
sjvleap@gmail.com • (559) 851-LEAP (5327) • @LatinoEnviro
WEST VALLEY OFFICE
17010 APPLE AVE. • PO BOX 1497 • HURON • CALIFORNIA • 93234 • (559) 945-RIDE (7433)
a 501(c)3, EIN: 82-3403967



Central California Environmental Justice Network

March 23, 2022

L. Olmedo
Executive Director
Comite Civico del Valle
Brawley, CA 92227

Dear Mr. Olmedo

I am writing this letter in support of the proposal for funding the IVAN Community project for Comite Civico del Valle and its partners.

Our environmental justice communities have suffered disproportionate burdens of pollution and the IVAN Air community air quality monitoring network is one of the tools we have at our disposal to help communities make decisions to limit their exposure to bad air quality.

The Central California Environmental Justice Network (CCEJN) has been a leader in promoting environmental justice in the San Joaquin Valley since 2000. CCEJN has an extensive history working in environmental justice communities and forming successful and innovative initiatives to change a history of environmental injustices in our region. Since 2012, CCEJN became the administrator of the IVAN Reporting Network in Fresno and Kern counties, a program that was extended to Tulare County in 2019. We have installed low-cost PM monitors in Kern, Tulare and Fresno counties that are deploying real time data in IVAN Air, a component of the IVAN networks.

CCEJN is committed to continue working as an IVAN Community partner and maintain our IVAN network monitors in operation and participate in the partnership efforts to educate, engage, and use the data collected to inform local air quality plans as environmental justice advocates.

I highly support this application for funding and can assure you that environmental justice communities will greatly benefit from the IVAN Community program, its education, engagement, and our partnerships.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nayamin', with a stylized flourish extending from the end.

Nayamin Martinez, MPH
Executive Director
Central California Environmental Justice Network
Nayamin.martinez@ccejn.org
559-907-2074

Luis Olmedo Velez
Executive Director

EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
Imperial Valley Community College		1998-2000	Administration of Justice
University of California, San Diego		2005-2006	Health Care Executive Program

A. Personal Statement

As the Executive Director of Comit  Civico del Valle (CCV), an organization located in Imperial Valley whose mission focuses on addressing environmental health related problems in the farm worker community, I am uniquely qualified for this role. I am a leading community advocate who advises local, regional, and state programs on environmental health issues affecting Imperial County. I am also a member of various state and national networks that focus on environmental policy and regulations.

Since joining CCV, I have collaborated PI & Co-PI with academic and research institutions to expand environmental research in Imperial County.

B. Positions and Honors.

Positions and Employment

2000-present Executive Director, Comit  Civico Del Valle, Brawley, CA

Other Experience and Professional Memberships

1990-2000 Volunteer, Comit  Civico Del Valle, Brawley, CA
2004-2005 Co-investigator, Border Asthma and Allergies Study, California Department of Public Health, Richmond, CA
2008 Consultant, Imperial County Asthma Report Card, California State University, San Marcos, CA
2008-2009 Consultant, Pesticide Monitoring and Illness Surveillance Project, California Office of Binational Border Health, San Diego, CA
2009 Co-investigator, Perchlorate Biomonitoring Study, California Department of Public Health,
2009-2010 Consultant, Agricultural Burning Study, California Department of Public Health, Richmond, CA
2007-2011 Founder, Environmental Health Leadership Summits, Imperial County, CA
2005-2012. Member, Border 2012 Environmental Health and Air Quality Taskforces
2008-present Co-founder, IVAN Crowdsourcing and Citizen Science Network
2009-present Co-chair, Imperial County Environmental Justice Enforcement Task Force
2009-present Advisory Board, California Asthma Partners
2010-present Advisory Group Member, California Environmental Health Tracking Program, California Department of Public Health, Richmond, CA
2010-2017 Federal Advisory Board Member, Good Neighbor Environmental Board to the President and Congress, US EPA

2010-present Member, Cancer and the Environment, American Cancer Society
2010-present Leadership Council, American Cancer Society
2010-present Technical Advisory Committee, New River Improvement Project, California EPA
2011-present Board Member, Communities for a New California
2014-present Appointed Environmental Justice Advisor Climate Change at California Air Resources Board
2014-present Leadership Steering Committee California Environmental Justice Coalition
2016-Present Appointed to Community Air Protection Program Consultation Group
2018-Present University of California Riverside External Community Advisory Board
2018-Present Chair Imperial County AB617 Advisory
2018-Present Chair AIRE Collaborative (Statewide Environmental Justice Coalition)

BIOGRAPHICAL SKETCH

NAME: Christian A. Torres

eRA COMMONS USER NAME: N/A

POSITION TITLE: Special Projects Manager

EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE	Completion Date	FIELD OF STUDY
California State University – Northridge	B.A.	06/2016	Biology

A. Personal Statement

As the Special Projects Manager of Comit  Civico del Valle (CCV), a community-based organization based in Imperial County, my work is in addressing upcoming challenges and using modern methods to fulfill our mission of addressing environmental health problems and concerns in the community. I use the knowledge and methodologies learned during my university studies in advocating for my community and advancing community science in Imperial County. My scope of work in the role includes technical projects and translating various project data into advocacy efforts. Since arriving at CCV I have developed working relationships with our various academic and research partners to expand our roles in future projects. In my role as co-investigator on the proposed project I will contribute to curriculum development, support the YEHI program coordinator on a day-to-day basis, and provide technical support and guidance in policy/advocacy work to the student cohorts.

B. Positions and Honors**Positions and Employment**

2018–Present	Special Projects Manager, Comit� Civico del Valle, Brawley, CA
2016–2017	Research Assistant, SDSU Research Foundation, El Centro, CA
2019–Present	Co-Chair; Imperial County AB617 Community Steering Committee
2021–Present	PACE Leader, Partners Advancing Climate Equity
2022 – Present	Environmental Justice Fellow, UC Davis

C. Contributions to Science**1. Literature Contribution**

Wong, M.; Guidebook for Developing a Community Air Monitoring Network. *Tracking California*. 2018.

English P, Amato H, Bejarano E, Carvlin G, Lugo H, Jerrett M, King G, Madrigal D, Meltzer D, Northcross A, Olmedo L, Seto E, Torres C, Wilkie A, Wong M. Performance of a Low-Cost Sensor Community Air Monitoring Network in Imperial County, CA. *Sensors*. 2020; 20(11):3031. <https://doi.org/10.3390/s20113031>

D. Research Support**Ongoing Research Support**

R01ES029598-01 NIH/NIEHS	Farzan (PI)	7/15/2018-4/30/2024
Subcontract from University of Southern California		

The Salton Sea and Children's Health: Assessing Imperial Valley Respiratory Health and the Environment

This study aims to measure how increasing exposures to wind-blown dust and its constituents impact child health over time, in a way that is responsive to community concerns about the drying of the Salton Sea.

Role: Subcontractor; Air Monitoring Manager

1% effort (in-kind)

RESUME

Personal Information

Name: Edgar Manuel Ruiz Romero

Birthdate: Ex. 6 Personal Privacy (PP)

Address: Ex. 6 Personal Privacy (PP)

Driver's License: Ex. 6 Personal Privacy (PP)

Phone: Ex. 6 Personal Privacy (PP)

E-Mail: Ex. 6 Personal Privacy (PP)

EDUCATION

(1998-2004) Primaria Estado de Baja California

(2004-2007) Secundaria Francisco Zarco #1. (Carpentry)

(2007-2010) COBACH Plantel José Vasconcelos Calderón. (Technology Information)

(2010-2015) Ingeniería en Energía en la Universidad Politécnica de Baja California (UPBC)

(2013) Electricidad Residencial (CECATI No.21)

WORK EXPERIENCE

- **(2011-2012) Avner Centro De Maquinado Industrial, Dirección: Río Santa Cruz # 2795 Fracc. Nuevo Mexicali.**

I worked in an industrial machining center as a computer designer where I used the Solid Works program for the design of mechanical parts.

- **(2013) TTElectronics BI Technologies, S.A. de C.V., Dirección: Ave. Circulo de la Amistad No. 102 PIMSA IV Mexicali B.C. México.**

I did my professional practices in the area of production and testing in TTElectronics where I was in charge of testing the resistors that were sent as a rejected product. As well as inventory the products that were rejected and sent daily.

- **(2014) La casa del ahorro de energía, Dirección: Ave. Río San Fernando #1993 Col. Valle Dorado, Mexicali B. C. México.**

In this company I made energy diagnostics for the saving of electrical energy in the residential and commercial sector. Make visits to prospective clients and quotation of photovoltaic.

- **(2014-2015) Honeywell Thermal Partes Automotrices, Dirección: Industria de la electrónica #44 parque industrial el Vigía 1 Col. Gonzales Ortega, Mexicali B.C. México.**

In this company I made my practices in the Facilities area and I was in charge of keeping track of the energy consumption of the plant, supporting the energy saving projects that are to be carried out, preparing PM's and giving safety and hygiene training to contractors, I was integrated into the team of Green Team of the plant for the design of projects and awareness

- **(2015-2016) Honeywell Turbos Productos Automotrices, S.A. de C.V., Dirección: Blvd. Lázaro Cárdenas #2545 Col. Calles, C.P. 21376, Mexicali, B.C Mexico.**

In this company, I work in the Facilities area focused on the implementation of the standard ISO 50001:2011 for the development procedures were made where the company was committed to improve its energy index for the development procedures were made where the company was committed to improve its energy index to implement energy controls in its high consumption processes, had the responsibility of supervising the building maintenance technicians in their daily activities, participation in TIER maintenance meetings, have all the documentation for the entrance of the contractors and could work within the company for the Facilities department as well as teach the life work courses that correspond to the activities they performed, during my stay at the company, at Honeywell I received training for the use of forklifts, safety in electrical work, welding work at heights, confined spaces, troubleshooting. I participated in several audits, certification and also corporate, collect all the information and to be able to do the audit. As part of the Facilities Department, we were in charge of the Company's Fire System and tests were carried out by an external company. The maintenance of the equipment was carried out systematically by the SAP system. The equipments that are responsibility of the Facilities Department are Lighting, Compressors, Air Dryers, Pressure Tanks, Pipes, Cooling Towers, Chillers, Condensation Pumps, Evaporation Pumps, Fire System, Reverse Osmosis System, etc.

- **(2018) ROGAR Manufacturing INC, 866 Ross Ave, El Centro, CA 92243**

Inspection of material, as quality inspector our duty was to ensure that the total material manufactured meets all the requirements that our client requests. As a quality inspector I carry out different tasks assigned by the supervisor such as visual inspection of the material, check of measurements with respect to schematics, electrical test of cables with respect to electrical schematics, testing of sensors and filling the approval formats of the entire process quality.

➤ **(2018) Hunter Employment (Clover Technologies Group) 315 Weakley Rd, Calexico CA 92231**

The activities that I carry out in this work are to pack all the material in the pallets that will be sent to the client. For this work I was trained in the use of the Navision system where a control and inventory of all the orders and pieces that should be sent to the clients is kept. Among the activities that are carried out in my position is the correct accommodation and packing of the material, filling all the formats required by the client, verifying that the quantities are correct.

➤ **(2019) EW Corporation 1002 E Main St, El Centro, CA 92243**

I worked for this company in the position of CNC processor, my activities in the company is to cut and drill the metal plates in the Peddinhaus 2500 and Messer MG equipment and the movement of the material we use the crane to load or unload plates. As a CNC processor, I must make sure that the material is the correct one for each program assigned to us, choose and calibrate all the tools that the equipment uses.

➤ **(2020) EW Corporation 1002 E Main St, El Centro, CA 92243**

I have been working with the committee for more than a year, as a monitoring technician for the air quality monitors. My activities are the preventive and corrective maintenance of IVAN monitors as well as the installation of new equipment when required. We have also worked with different types of monitors for organizations, universities and government agencies. We have provided logistical support in community events to facilitate and expedite the flow of people. As part of our activities we have recruited new hosts for the monitors and do outreach to inform people of the programs we are working on. We have also participated in different meetings with agencies and the community where we have given advances of our projects.



SKILLS



- Extensive knowledge in the use of Office (Word, Excel, Power Point, Publisher)
- Knowledge in the EMS ISO 50001 operating system
- Knowledge in the operating system OSHA ISO 18001
- Use of Outlook
- Domain of the Solid Works Design Package
- Residential Electricity
- Use of Multimeter
- Measurement equipment
- Carpentry

- Basic use of forklifts
- Use of Cranes
- Use of CNC Plasma and Torch
- Use of CNC Drill
- Use of Pallet Jack
- Use of Mechanical Tool
- Inventories
- Teamwork
- Lean Manufacturing
- Teaching courses
- Contractors management
- Application of 5s in areas and offices
- Development of ISO Systems
- Project elaboration
- Responsible
- Proactive
- Spanish 100%
- English 75%

ADDITIONAL COURSES

- **February, 2011:** “Energía Solar, el creciente mercado sustentable”
- **October, 2012:** “Formación de Promotores de Ahorro de Energía Eléctrica”
- **April, 2013:** “Curso de Iluminación Ley Yi Enterprise”
- **June, 2013:** “Electricidad Residencial”
- **October, 2013:** “Expo Foro de Ahorro de Energía 2013”
- **October, 2014:** “Expo Foro de Ahorro de Energía 2014”
- **January, 2015:** “Exposición de CFectiva empresarial”
- **January, 2015:** “Estrategias para la sustentabilidad”
- **November, 2015:** “Programa de Liderazgo Ambiental para la Competitividad”
- **March, 2016** “Comprensión de la Regulación en Espacios Confinados Norma 033 STPS 2015
- **June 2020** “IVAN Air Quality Monitor Training”
- **December 2020** “Maintenance, preparation and programming of PEM filters”
- **January 2021** “ASPEN Monitors Training”
- **June 2021** “WCAHS Heat Illness Prevention Training 2021”

Matthew Maldonado

Ex. 6 Personal Privacy (PP)

Skills: Computer literate, Microsoft, Excel, Power Point, Web, people skills, peer mentor, trained in leadership skills. Bilingual (Spanish, English). Excellent under high stress environments and situations, great customer service skills, all around great communicator. Problem solving skills, able to navigate in large groups of people with different backgrounds and a team player. I am a fast learner and able to take and execute direction as well as multitask.

Employment Experience:

In-N-Out Burger - Associate, 2015 to 2021

Law Offices of English, Lloyd and Armenta - 2014 to 2015

Comite Civico Del Valle - Air monitor technician

Community Experience / Volunteer Work

Desert Recreation District- Volunteered with Kid Camps for 4 years through Leaders In Training (L.I.T.) program. Assisted in the programming and planning for children of various ages and sites. For 2 years also served as a Senior Mentor for the L.I.T. program.

Brothers and Sons previously known as Boys and Men of Color (B.M.o C.) – Trained in Joven Noble curriculum. Mentor for at-risk youth and also lobbied on behalf of the Eastern Coachella Valley for funding for the programs in Sacramento alongside community advocates and elected officials.

RAICES – Mentor for youth, volunteered for community events throughout the Coachella Valley.

A.S.E.S. Afterschool Program – Volunteered at sports tournaments for elementary and middle school students and also volunteered as a tutor for elementary school sites.

Education:

College of the Desert

Desert Mirage High School - 2010 - 2014 High School Diploma

Awards:

Student of the month – Senior Year

Leaders In Training – Distinguished Alumni

California Service Corps Award – Volunteer Work

References available upon request

I. Cover Page

Project Title: Salton Sea Airshed IVAN Community Air Monitoring Program

Applicant Information:

Comite Civico del Valle

235 Main Street, Brawley, CA 92227

Luis Olmedo, 760-587-9952, luis@ccvhealth.org

DUNS# 185280950

Set-Aside:

Community-based organization set-aside

Brief description of applicant organization:

Comite Civico del Valle, Inc. ("CCV") is a California non-profit organization based in Brawley, California with the mission to improve access to healthcare, information, and prevention programs for low-income, underrepresented, and underserved community members in Imperial County via education, capacity building, and civic participation.

Project Partners:

Greenaction for Health and Environmental Justice

The LEAP Institute

Central California Environmental Justice Network

Project Location:

Imperial County, Eastern Coachella Valley, San Joaquin Valley, Bayview Hunters Point

Air Pollutant Scope:

Real-time air quality monitoring of particulate matter 2.5 & 10

Budget Summary:

EPA Funding Requested	Total Project Cost
\$500,000.00	\$500,000.00

Project Period:

November 7, 2022 – November 6, 2025

Short Project Description:

Maintenance, operations, and upgrades of the IVAN Air real-time air monitoring network & air quality education in the Salton Sea airshed for community members exposed to bad air quality days and high episodes of particulate matter.

II. Workplan

Section 1. Project Summary and Approach

a. Overall project

Comite Civico del Valle (CCV), Greenaction for Health & Environmental Justice (Greenaction), the LEAP Institute (LEAP), and Central California Environmental Justice Network (CCEJN) are the main organizations operating the IVAN air quality monitoring network program across 3 regions of California. The regions include the Salton Sea air basin (Imperial & Eastern Coachella Valleys), the San Joaquin Valley, and Bayview Hunters Point in the Bay area. The IVAN network is made up of air quality monitoring network stationary sites that monitor air quality for the particulate matter pollution levels at a real-time scale with low-cost particulate matter monitors and display data in the IVAN websites, provide real-time air quality alerts, and report of air quality issues to proper agencies. The groups are part of the IVAN Communities requesting support in the amount of \$ \$500,000.00 to continue maintenance & operations of the network; including community engagement, education, data collection, and report backs on the community air-quality levels (CALs) at the neighborhood level in the IVAN Communities.

The IVAN Community partners will engage with the community through public education and the leveraging of community networks that each established community-based organization has at its disposal. Each of the IVAN partners will support air quality education activities in their respective IVAN communities through the IVAN environmental justice task force (monthly IVAN convenings in their communities), public outreach, and respective community engagement programs the partners implement, such as CCV's youth internship program or Greenaction youth leadership academy. The project will also see data collection efforts continue through the continued maintenance and operations of the IVAN network in their respective IVAN communities. This includes performing routine maintenance & troubleshooting at IVAN monitoring stations as stated in the IVAN standard operating procedures, such as sensor calibrations, repairs, and other equipment maintenance. To maintain the quality of the network CCV will provide technical assistance to the IVAN partners as the originator of the IVAN including best practices for maintenance, records keeping, and report-back preparations such as data summaries and preliminary data analysis.

IVAN report backs to communities are an important part of the IVAN environmental justice principles, with the system designed to democratize data and provide a public service to environmental justice communities. The data collected by the IVAN network will be summarized by the IVAN partners in an easy to interpret format that includes summaries of sites per region/city/territory for a certain period (week, month, quarter) as determined by the partner to present at the IVAN task force meetings and other significant gatherings. The report-back of the IVAN data will be to continue the efforts of air quality advocacy, education, and informing of emissions reductions strategies and solutions identification by community partners and members.

b. Project significance

The IVAN communities for this project are all environmental justice communities throughout California, suffering a disproportionate burden of air pollution due to various issues. The IVAN network is a public tool developed to address air quality data gaps in these communities and provide a resource to educate community members of their local air quality, mitigate their exposure to bad air quality, and overall improve air quality strategies in the future by building local capacity to inform the design and implementation of local air quality plans.

The communities of this project are significantly affected and are described below.

The Salton Sea communities are impacted significantly by multiple sources of particulate matter. The Salton Sea is rapidly evaporating, leaving behind dust that contains hazardous pollutants, including selenium, arsenic, and trace amounts of pesticides. The dried-out exposed areas of the Sea are picked up by desert winds that carry for hundreds of miles, exposing communities to particulate matter and other contaminants that are harmful to health.

The region is also affected by other sources that expose these communities to pollutants, including the international border with Mexico to the south and the emissions that travel across the international border from manufacturing, transportation, and burning of various types. Particulate matter sources of concern include agricultural practices including feedlots, mobile sources like idling traffic on both sides of the border crossing, unpaved roads, and the burning of trash and agricultural biomass.

CalEnviroScreen 4.0¹ update highlights that the Salton Sea Air Basin communities contain over a dozen tracts that fall at 81% or higher, with a noticeable four tracts scoring at 91% or higher as well for burdens of pollution.

Bayview Hunters Point is impacted by freight transport and diesel truck traffic on the two freeways which pass by the neighborhood. BVHP has the city's main sewage treatment plant, underregulated industries at the Port of San Francisco, many construction sites, and the radioactive and toxic contaminated Hunters Point Naval Shipyard Superfund Site.

The Central Valley of California which is also known as the "San Joaquin Valley" (SJV), where three of the IVAN reporting networks operate (Kern, Kings and Fresno Counties), is the most disadvantaged region in California as it is overburdened by social vulnerability (i.e. poverty, low formal education, low English literacy) as well as a wide array of significant environmental hazards. The region houses two interstate freeways and hundreds of distribution centers, resulting in unhealthy diesel pollution. It is the epicenter of oil extraction including fracking; mega-dairies, and vast agricultural production that relies heavily on the use of pesticides and fertilizers. All this, combined with its topography, results in the SJV having the worst air quality in the nation. Furthermore, the drought has evidenced severe contamination of groundwater. Some sources of pollution are more concentrated in specific counties. Kern County is home to 95 percent of the fracking that occurs in California, the oil and gas industry is an important source of air and water contamination in this county. Another example of how some sources of pollution affect specific communities is the farmworker town of Kettleman City in Kings County where the Kettleman Hills hazardous waste and PCB landfill is located; this site is the largest toxic landfill in the western U.S.

Section 2. Community Involvement

a. Community partnerships

The IVAN community project will promote community science and community engagement through the principles of the IVAN program. The IVAN program was launched with the goal of democratizing data, and involvement of community in the network is a key component to democratize the data. Community involvement includes informing of problem areas to monitor, significant environmental concerns in the community identified by community advisories or members, and hosting of the IVAN monitors in their homes, businesses, or facilitating introductions to monitor hosts. By implementing these community principles, community feels ownership of the IVAN network through their involvement and ongoing participation.

CCV will be the lead applicant and the convener for the IVAN Community partners. CCV will disburse subawards to the partner organizations to support their IVAN network in their respective communities to maintain the data collection and community engagement efforts activities. CCV will also provide

¹ <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>

technical assistance to the IVAN partners that includes on-call monitor support, database maintenance, data quality control & assurance, and material development consultation (reports, flyers, etc.).

Greenaction, LEAP Institute, and CCEJN will maintain & operate the IVAN networks in their respective regions. Partners will also attend the 1st and 3rd quarter convenings with CCV to discuss IVAN network operations and issues should they arise.

All partners will maintain the operations of their respective IVAN networks and outreach activities; CCV for the Imperial and Eastern Coachella IVANs, Greenaction for the Bayview Hunters Point IVAN, LEAP for the Kings IVAN, and CCEJN for Fresno and Kern IVANs. All partners will also engage with their respective community advisories that were formed to implement the IVAN program at least twice per year to report back and engage in discussions with their communities on air quality issues and how they can inform plans to reduce emissions or engage with agencies to inform changes required to improve their local air quality.

All IVAN partners are established community-based organizations that have demonstrated expertise in community engagement and environmental justice. CCV as the lead applicant is one of the originators of the IVAN air quality monitoring program, having started the network as part of an National Institutes of Health grant with public health and academia. CCV took ownership of the network in 2018 and has conducted the maintenance and operations of the network in the Salton Sea air basin since the launch in 2016. CCV has expanded the IVAN program to other regions and provided technical assistance to partners to establish their own network. These include the application partners Greenaction, LEAP Institute, and CCEJN; all of which have experience in air quality monitoring through the IVAN program and other projects they have implemented. All partners were previous recipients of California's AB617 Community Air Grants to develop, establish, or expand community air monitoring networks and maintain the operations of nearly 100 stationary monitoring stations throughout the three regions.

All IVAN Community partners collaborate and engage in knowledge sharing prior to this application. The community-based organizations will share their lessons learned in their communities to identify the best methods to engage and educate community members on air quality issues and how to address local air quality concerns. Some of the partners share similar air quality concerns, such as agricultural practices, and through leveraged lessons learned can develop better plans to inform communities about reducing their exposure to these practices and how to better inform air quality plans, such as State Implementation Plans for air districts or statewide rules and regulations that can improve air quality overall. CCV will also provide more opportunities to learn for the partner organizations and build local capacity through the partnerships so that partners in the IVAN Community can develop their networks to suit their local needs for other pollutants in the future.

CCV is the program manager for the whole IVAN Community. The lead organization maintains the database, web portal, and provides technical support for the IVAN partners. CCV has developed these partnerships through careful consideration and engaged with the partners due to their commitment to their communities. The plan to maintain the relationships past the application period include ongoing support for the IVAN partners and their IVAN networks, engaging in future partnerships to innovate in the IVAN network through adoption of new sensor technologies, and developing collaborative plans to inform air quality programs, rules, regulations, and other efforts that can improve air quality across California. One such plan includes an idea to develop a set of recommendations that can apply to single sector emissions reductions that could be applied throughout different communities based on community-designed input and community-identified hazards.

b. Community engagement

IVAN Community partners are all well versed in community engagement principles and implement them across their programs. All partners in this application have developed community advisories to inform

their IVAN network based on the principles of community science. The advisories inform of air pollution concerns, locations for monitoring, hosting or recruitment of air quality monitoring hosts, and engaging with other community members through community leadership development. The principles of these strategies are documented in the Guidebook for Developing a Community Air Monitoring Network² written by CCV and its partners of the original NIH grant that developed the air quality monitoring network.

The IVAN partners will design and update public outreach methods based on lessons learned throughout the COVID-19 pandemic for in-person, digital, and hybrid strategies. This could include the return of in-person IVAN task force meetings, digital training sessions, and air quality education workshops to each partners local networks. Partners can leverage their outreach networks of schools, other organizations, regional collaboratives, and community groups to engage and develop wider use of the IVAN community air quality network; including signing up for air quality notifications, using the reporting tool to submit air quality reports to local air districts, and having discussions during the IVAN task force meetings. We are also proposing to engage with our community advisories to continue report-backs on air quality across periods of time and discuss any events or issues that are captured by the IVAN network and the reported CALs. The IVAN task force meets once per month and provides timely opportunities to continue the air quality community reports, with many partners also engaging in AB617 community meetings where reports can also be given. Air quality notifications rely on real-time data reporting, so these are reported to community members who sign-up on IVAN websites for alerts in real-time as well. The IVAN websites are all public sites that do not charge payment to view real-time air quality data (displayed in CALs like the standard air quality index) or sign up for alerts.

Community-based organization set-aside

CCV and its applicant partners are all community-based organizations; with all but one officially registered as 501c3 non-profits. The board of directors for CCV as lead applicant is made up of community members that ensure the organization is living up to its mission of representing community interests and not those of a single individual.

CCV's history in serving its community is rooted in the activities and projects we engage in. CCV was founded by farmworkers with the goal of helping underserved communities in the Imperial Valley. CCV's mission statement is "Informed People Build Healthy Communities" and strives to engage and support community members in a variety of ways. Examples of ongoing work include:

Community Air Monitoring: CCV established and maintains a network of community air monitors with the input of community members, including a Community Steering Committee (CSC) that assisted throughout the project, and the participation of 40 air monitor hosts, including schools. Through the Year I Community Air Grants, CCV, and other partners pooled resources to create a pilot methane community air monitoring program, which included the development, calibration, and field operations of the methane monitors. The second branch of the project also included the expansion of the community network into the Eastern Coachella Valley, with the additional deployment of 15 particulate matter monitors.

AB617 - Community Air Protection Program, Imperial Corridor & Eastern Coachella Valley: CCV is the community co-chair of the Imperial Corridor Year 1 AB617 Community. Our role in the process has been to lead community engagement, meeting arrangements, facilitation where needed, and co-authorship of the Community Air Monitoring Plan and Community Emissions Reductions Strategies required of the designated community. CCV also has a representative as part of the Eastern Coachella Valley steering committee and co-chairs the Community Monitoring Working Group.

IVAN Task Force: CCV convenes a group of community members and environmental agency representatives that meet monthly to review and discuss environmental reports, submitted on IVAN

² <https://trackingcalifornia.org/imperial-air-project/imperial-air-project-landing>

Online, as well as other environmental concerns brought forth by the community. CCV chairs the Task Force in Imperial and Eastern Coachella Valleys.

Community Health Workers: CCV runs Promotorxs Program where trained community members conduct outreach and education with schools and families about asthma prevention and management. The programs from our community health workers include training the trainer asthma education, at-home asthma interventions, and direct service programs such as economic, rental, utility, and food assistance.

Youth Environmental Health Internship: an ongoing program that focuses on preparing high school students around Imperial County to become the next leaders in environmental health and civic engagement.

Annual Environmental Justice Summit: Since 2007, this summit convenes residents, educators, youth, local stakeholders, health care providers, government officials, and environmental justice advocates to discuss important environmental health concerns.

Section 3. EJ an Underserved Communities

Low-income people, people of color, tribal people, immigrants, and other disadvantaged populations in California's Imperial Valley face many severe environmental and health risks. The air quality in the Imperial Valley is significantly degraded by emissions from industrialized agriculture, energy production, transportation, as well as fugitive dust from the receding Salton Sea and the region's vast desert areas. The Valley's location along the US-Mexico border and several high-volume border crossing corridors and facilities put its residents at high risk for air quality impacts. Area farms utilize over 20,000 pieces of off-road diesel-fueled, mobile, and stationary agriculture equipment, in addition to thousands of on-road vehicles. Many of these include high pollution emitting diesel trucks to transport agricultural products within and beyond the county. Agricultural burning on tens of thousands of acres releases extensive air pollutants. Imperial County recently adopted two State Implementation Plans (SIP) (8-hr Ozone and an Annual PM_{2.5} SIP). Both SIPs demonstrate that Imperial County is in non-attainment with the National Ambient Air Quality Standards.

Based on the state's CalEnviroScreen 4.0, the environmental, health, and social conditions in the Imperial Valley rank as some of the worst in the state. CalEnviroScreen 4.0 (like the US EPA's EJ Screen) ranks each of the state's census tracts relative to each other on a wide range of environmental, health, and social indicators. The higher the percentile, the worse the relative conditions. Taking a few examples: in the city of Brawley where the population is 96% Latino, the overall CES score is in the 91st percentile with impaired water bodies and cleanup sites in the 100th and 86th percentile respectively. Asthma and cardiovascular disease are in the 98th and 87th percentile respectively. In Calexico located along the US-Mexico border, the population is 98% Latino. The overall CES score is in the 95th percentile, the pollution burden is in the 92nd percentile, traffic is in the 97th percentile and cardiovascular disease is in the 91st percentile. Most areas in the Imperial Valley are ranked with the highest levels of poverty and unemployment and lowest levels of housing quality, English-language fluency, and formal educational attainment in the state.

Bayview Hunters Point (BVHP) is a diverse, low-income community of color in Southeast San Francisco that suffers from the disproportionate burden of pollution and is at risk from climate change due to its location on the San Francisco Bay. Bayview Hunters Point is a majority-minority community; One-third of residents are African American, 30% Asian/Pacific Islander, and almost 25% Hispanic/Latino. Residents suffer high rates of infant mortality, asthma, cardiovascular diseases, and cancer. The Bay Area Air Quality Management District (BAAQMD) identified BVHP as a "CARE" community area vulnerable to "Cumulative Impacts from Air Pollution" including 24-hour PM_{2.5} exceedances. According to CalEnviroScreen 4.0, Bayview Hunters Point ranks in the 90th percentile in terms of pollution. This

means that Bayview Hunters Point has a higher pollution burden than 90% of California. For diesel particulate matter, Bayview Hunters Point falls in the 99th percentile and the 97th percentile for groundwater threats. Additionally, most of Bayview Hunters Point is within the 80th-96th percentile for hazardous waste facilities in the area, according to the CalEnviroScreen 3.0 Hazardous Waste Map. The effects of this pollution are reflected in the health of the community. Bayview Hunters Point lies in the 97th percentile for low birth weight and the 96th percentile for asthma.

CalEnviroScreen 3.0 ranks Kettleman City in the 92nd percentile for pesticides, 74% for drinking water threats, and this small community achieved national attention a few years ago due to a large outbreak of birth defects and infant deaths. Kettleman City is far from being the only disadvantaged community in the San Joaquin Valley; indeed, the entire Kings, Fresno and Kern counties are ranked in the 90th percentile for air contaminants (PM, diesel, ozone).

Fresno and Kern are the two counties in the SJV with the largest number of farmworkers; and while farmworkers are the main engine of an industry that accounts for billions of dollars of sales of goods, they are disproportionately affected by environmental hazards and social vulnerability. According to the California Research Bureau, farm workers in California are at a higher risk for living in poverty; 78% lack high-school diploma and only 32% have health insurance. Over 90% are of Latino origin, and 68% of them are Mexicans, which frequently makes them linguistically isolated. Farmworkers are the first to suffer the effects of added pollution, by being exposed to pesticides and fertilizers on a daily basis, not only in their work place but also in their homes as a lot of these farm workers live near orchards and fracking fields. Furthermore, farm workers are also the population with the least access to information and decision-makers.

The proposed project will promote environmental justice in several ways. First, as described above, it is focused on a location with heavily overburdened communities of color and low-income communities. Second, it seeks to produce and deploy technology that can improve understanding of some of the most significant health risks facing these communities. Third, it adopts a participatory action research methodology that values and connects community expertise in partnership with academic knowledge in a mutually respectful bi-directional learning model. This model involves the community partner (Comite Civico del Valle) as the project leader playing substantive roles in the project design, implementation, and application. The train the trainer approach and the low-cost design will provide a sustainable basis for community ownership of the air monitoring technology and the capacity to adapt and apply it to their self-empowerment and self-advocacy.

Section 4. Environmental Results - Outcomes, Outputs, and Performance Measures

a. Expected project outputs and outcomes

The performance of the IVAN monitoring network is a key outcome indicator for this application. CCV and partners are proposing to maintain the current network across the three regions active for the three years of funding allowed by the application. This will provide millions of data points to be captured across the network in the regions at the neighborhood-level; collected into the IVAN database and at the on-site monitoring equipment.

The applicants will also convene their respective community advisories at least twice a year to analyze long-term air quality data reports provided by the organization and review the monitor locations. This is a period of discussion for community advisories to provide input and recommendations as to whether one of the current stationary sites has served its purpose and can be relocated or should keep track of air quality at a specific location still. This process will follow both community recommendations and scientific criteria from the original Imperial Project which developed the IVAN network. It is expected that there may be a case where monitors are reallocated due to hosts not being sustainable locations or

new air quality concerns rising in the community where community members may feel it is more pertinent to monitor there.

IVAN Community partners are expected to meet twice per year to discuss IVAN network issues; both technical and community to develop solutions and plan for future network changes should they be needed. These meetings will also serve to highlight successes and challenges in the IVAN communities, such as task force participation from government, air quality alert issues, etc. They will also serve as a venue to build on the relationships between the IVAN partners through the application period and beyond.

b. Performance measures and plan

IVAN Community partner participants will be tracked by the attendance of its organization representatives at the IVAN Community partner meetings scheduled twice per year. As discussed among the organizations, there will be a commitment for at least one representative working on the IVAN program to attend and highlight any issues, share lessons, successes, challenges, etc. with the rest of the IVAN partners in this application. The performance of the community engagement plan will be measured by the participation of the community advisory members, recruitment for any open member spots, attendance at community workshops, training, and outreach event participation through each organizations tracking system (sign-in sheets, approximations of attendance at events, conversations, meaningful engagement, and IVAN alert sign-ups for example).

The performance of the monitoring network will be tracked using the daily health email that the network sends to members of the IVAN program. This daily email lists the data collection of each monitoring site in a percentage of data collected over the last 24 hours. The IVAN Air Health email lists site health as Dylos: 2.- Andre Road And Pellett Road ---- 99.30555555556% for example when in good performance, with a lower number meaning lower data collection. This identifies sites that need individual attention or requires troubleshooting if offline. The applicants aim to have all sites with 70% or more data collection efforts, even those in rural areas with limited network connectivity. Network performance will be tracked by producing a monthly report of all site's data collection efforts. Should a region be underperforming, CCV will work with the organization to provide more comprehensive assistance and build more capacity as needed to support the IVAN partner.

c. Timeline and milestones

Task	Y1Q1	Y1Q2	Y1Q3	Y1Q4	Y2Q1	Y2Q2	Y3Q3	Y3Q4	Y3Q1	Y3Q2	Y3Q3	Y3Q4
IVAN Community Partners Meeting	X		X		X		X		X		X	X
Community Advisory Meeting		X		X		X		X		X		X
Technical Partners Meeting	X		X		X		X		X		X	
Community Engagement	X	X	X	X	X	X	X	X	X	X	X	X
IVAN Network Maintenance & Operations	X	X	X	X	X	X	X	X	X	X	X	X
IVAN Summary Reports	X	X	X	X	X	X	X	X	X	X	X	X
IVAN Annual Report					X				X			X
Grant Reporting	X	X	X	X	X	X	X	X	X	X	X	X
Subaward Contracts	X											
Subaward Reports		X	X	X	X	X	X	X	X	X	X	X

IVAN Community Partners Meeting – scheduled to meet every other quarter with the final year adding one additional meeting to finalize IVAN partner plans for sustainability and future partnership opportunities.

Community Advisory Meeting – respective region community advisory meetings to review the IVAN data collected, address air quality concerns and maintain IVAN-community member relationships active as data collection efforts continue.

Technical Partners Meeting – meeting for the technical monitoring staff to meet every other quarter to discuss any technical matters they want to share, solutions, or make recommendations for improvements in the reporting or air quality collection efforts.

Community Engagement – ongoing community engagement efforts all throughout the application period. This includes the IVAN staff participating in training, workshops, and engagement activities throughout their respective IVAN communities.

IVAN Network M&O – ongoing network maintenance and operations by all partners in their region monitors.

IVAN Summary Reports – monthly IVAN CAL data collection reports to present at the local task force meetings and other venues they are helpful in.

IVAN Annual Reports – an annual report on network performance, air quality alerts, trends, and other important events across the IVAN Community networks.

Grant Reporting – scheduled quarterly reports or as required by the grantor agency.

Subaward Contracts – preparation and execution of subcontracts for partner organizations in other IVAN regions.

Subaward Reports – reports required by CCV as the lead applicant from the IVAN partners to be submitted on a quarterly basis to meet grant reporting purposes. Can be amended as needed to meet grant reporting requirements.

Section 5. Quality Assurance Statement

Section 6. Programmatic Capability and Past Performance

a. Past performance

Community Air Grants – Salton Sea Air Basin: CCV has expanded its IVAN network into the Eastern Coachella Valley through this grant provided by the California Air Resources Board through its Community Air Grants program. The grant also included the development of a low-cost methane monitor which CCV completed and has deployed 5 of these at various locations in Imperial County. CCV leveraged its relationship with IVAN Community partners to fund the development of the low-cost methane monitors with each partner having a purpose to deploy them in their regions. The network expansion into the Eastern Coachella Valley included the deployment of 15 particulate matter monitors. The grant is due for completion in June 2022 with successes identified in the network expansion and the data collection efforts of the pilot project monitors. Grant reporting included quarterly reports, annual reports, and financial management of 25% advances.

b. Reporting requirements

California Air Resources Board, \$500,000: Community Air Grants – required quarterly reports with updated expenditures. All reports on file with the California Air Resources Board. Reports required a summary of the past quarter activities, challenges, successes, changes to the work plan, and updated costs to date. In-house accounting prepared costs to date, project manager prepared rest of narrative report to submit within the 30-day window given by the agency.

c. Staff expertise

Comite Civico del Valle was established in 1987. It began its environmental justice work in the early 2000's and began air quality monitoring activities in the early 2010's when equipment was manageable

to purchase. It collaborated with Tracking California and the University of Washington (UW) to develop the IVAN Air community air quality monitoring network in 2013-2018. During the grant period CCV built community capacity with project partners through community science participation. CCV staff were trained to build, operate, and repair the IVAN monitors designed by the UW team as part of the community capacity building objectives of the grant. CCV has operated the monitoring sites since its first installation in 2016 and has maintained the sustainability of the network since the grant completed in 2018 through its own fundraising efforts.

Staff expertise includes:

L. Olmedo, Executive Director – Co-Principal Investigator for the Imperial Project which developed the IVAN Air network. Co-author of various publications for the IVAN network and a current or past member of air quality advisories at the state (AB617 Consultation Group) and federal level (Good Neighbor Counsel). A co-author of the Guidebook to Community Air Monitoring that follows the IVAN principles.

C. Torres, Project Manager – member of the IVAN team since 2018, has developed the records keeping structure of the IVAN network. Manages the IVAN staff to maintain the network in optimal conditions. Has trained 5 other community organizations to develop their own community monitoring networks. Currently serves as the co-chair of the local AB617 Community Air Protection Community in Imperial County.

E. Ruiz & M. Maldonado, air monitoring technicians – members of the IVAN team. Combined have over 3 years of experience maintaining the IVAN network in the Salton Sea Air Basin. Maintain the network operating by conducting preventative maintenance, troubleshooting, and educate the community through presentations and serving on air quality community advisories such as the AB617 Eastern Coachella Valley Community Steering Committee. One pending hire for air monitoring technician position.

Section 7. Budget

a. Budget detail

Line Item & Itemized Cost	EPA Funding
Personnel	
1x Executive Director @ \$49.75, 5% FTE, 3 years	\$15,522
1x Project Manager @ \$32.00, 29% FTE, 3 years	\$57,907
3x Air Monitoring Technicians @ \$21.00, 35% FTE, 3 years	\$137,592
TOTAL PERSONNEL	\$211,021
Fringe Benefits	
35% of Salary and Wages x Personnel Costs	\$73,857
TOTAL FRINGE BENEFITS	\$73,857
Travel	
Mileage @ \$0.585/mile for 21,000 miles local travel in Salton Sea Air Basin	\$12,285
TOTAL TRAVEL	\$12,285
Equipment	
TOTAL Equipment	\$0
Supplies	
Outreach materials and supplies @ \$894.00/year x 3 Years	\$2682

1x laptop computer @ \$950.00	\$950
Tools to maintain monitoring equipment operational, such as screwdrivers, clamps, multimeter, etc. \$500x3	\$1500
TOTAL SUPPLIES	\$5132
Contractual	
IVAN Programmer Contract Support @ \$2000/year x 3 Years	\$6000
TOTAL CONTRACTUAL	\$6000
Other	
Subaward Costs @ \$15,000/year x 3 Subawards x 3 Years	\$135,000
TOTAL OTHER	\$135,000
Indirect Charges	
Indirect Cost Rate @10%	\$45,454
TOTAL INDIRECT	\$45,454
TOTAL FUNDING	\$500,000
TOTAL PROJECT COST	\$500,000

b. Reasonableness of costs

Personnel – costs direct with organization rates for staff positions. Based on costs and experience implementing air monitoring network operations and regional collaboration experience with other IVAN partners.

Fringe benefits – at organizational rate to that provides paid time off, retirement match, health benefits, FICA.

Travel – estimated miles based on previous analysis of IVAN network activities such as maintenance and operations. Rate used is federal mileage reimbursement rate for 2022.

Supplies – required laptop computer for the third monitoring technician to perform job duties such as monitor programming and data analysis. Outreach materials and supplies calculated for 2 advisory meetings and various community trainings per year.

Contractual – calculated support for the off-site contracted IVAN programmer based at current rate and requirement of his activities to support the IVAN database, websites, and provide technical support where needed.

Subaward – identified amount by partner organizations to maintain their local networks. Costs identified by the subaward members include staffing, materials, and mileage that will be covered by the subaward amounts.

Indirect – non-negotiated federal indirect cost rate maximum of 10%.

c. Expenditure of awarded funds

Personnel costs are to be expended by organization through payment to staff carrying out project tasks. Mileage is reimbursed at a steady pace of biweekly by organization for the staff traveling to the monitoring sites across the Salton Sea air basin. Average costs of travel per annum for the IVAN program M&O estimated to be at 7000 miles x mileage rate, on par with requested funding for travel. Off-site programmer invoices organization on a monthly basis at a rate of \$1200/month, IVAN program will contract a portion of work to off-site programmer with hours estimated to be at \$2000/year. Subaward amounts identified by the IVAN partners will be disbursed on a yearly basis to the partner organizations to support their local IVAN program efforts. Subaward amount identified by the partner organizations for their smaller networks to support partial staffing, materials, and travel reimbursement for their monitoring sites.

Section 8. Optional attachments

- a. Partnership letters – See Other Attachments
- b. Resumes of the Project Manager and other Key Personnel – See Other Attachments